

April 11, 2012

**ITEM NO. B1**

**RECOMMENDATION TO ENTER INTO A CONTRACT WITH ALOHA DOCUMENT SERVICES FOR HIGH VOLUME PRINT/DUPLICATION AND DOCUMENT PREPARATION SERVICES**

**To the Honorable Board of Commissioners:**

**RECOMMENDATION**

It is recommended that the Board of Commissioners ("Board") authorize the Chief Executive Officer or his designee to enter into a contract with Aloha Document Services ("Aloha") for high volume print/duplication and document preparation services for the Chicago Housing Authority ("CHA") for an amount not-to-exceed \$490,000.00 for a two (2) year base period, with two (2) one (1) year options to extend subject to Board of Commissioner's approval.

**RECOMMENDATION SUMMARY**

Funding Code: General Fund

**Vendor:** Aloha Document Service

**Address:** 60 E. Van Buren St. S-1502

**City, State, Zip:** Chicago, IL 60605

**RFP Number:** 11-00706

**Contract Type:** Professional Services

**Contract Amount:** \$490,000.00 (Total)  
06/3/11

**Original Contract Period:** 2 Years (Base Term)

**Extension Options:** Two (2) One-Year Options  
Chicago Sun-

**Number of Vendors Solicited:** 75  
CHA's

**Contract Period:** June 1, 2012 to May  
31, 2014

**Number of Pick-Ups:** 37

**Number of Proposals Received:** 4

**Date Advertised:** 05/13/11

**Date Advertised:** 05/13/11

**Date Advertised:** 05/13/11

**Date Bids/Proposal Opened:**

**Pre-Proposal Conference:** 05/18/11

**Advertisement Publications:**

Times, Chicago Defender, El Dia,

**M/W/DBE Participation (Original and Modifications):**

Direct \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE 100 % DBE \_\_\_\_\_ %

Indirect \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE \_\_\_\_\_ % DBE \_\_\_\_\_ %

Waiver \_\_\_\_\_ Yes/No

**Section 3:**

1 (#) Hiring \_\_\_\_\_ (\$) Subcontracting \_\_\_\_\_ (\$) Other Economic Opportunities

### **BACKGROUND INFORMATION**

The CHA currently handles its duplication services by several methods. Staff can create copies utilizing one of the copy areas located within CHA administrative offices, by utilizing the internal reproduction facility located on the 10th floor at 60 E. Van Buren, or by utilizing a third party vendor. An assessment of the internal reproduction facility revealed the true cost to operate the facility and indicated the potential for CHA to reduce its reproduction expenses.

During 2011, CHA's internal reproduction facility produced over 3.7M copies, costing the authority over \$218,000 dollars. The average costs for a single black and white and color copy were 4 cents and 10 cents, respectively. The high volume printers currently in use at the CHA's reproduction facilities are over 15 years old and would soon need to replacement. The CHA decided to explore the viability of utilizing a third party vendor for its reproduction needs.

### **PROCUREMENT INFORMATION**

In June 2011, the CHA issued Request for Proposal ("RFP") No. 11-00706 to solicit qualified firms to provide high volume print/duplication and document preparation services for the entire Authority. The CHA advertised the RFP in the Chicago Sun Times, El DIA, and the Chicago Defender. A solicitation notice was placed on Buy Speed and the CHA website. The CHA solicited seventy-five (75) vendors, of which seventeen (17) were minority. In total, thirty-seven (37) vendors picked up the solicitation, of which nine (9) were minority. The proposal due date was Monday, June 27, 2011; the CHA received four (4) written proposals. The Respondents to the RFP were: Aloha Document Services, Imaging & Printing Corporation, Godni Group d/b/a The UPS Store 5608 (UPS Store), and PrintXPress.

Aloha Document Services ("Aloha") was determined to offer an excellent proposal that met the requirements of the RFP and was found to provide the best overall value. If the CHA's reproduction volume remains consistent with 2011 printing levels, the CHA would save over \$28,000 annually based upon the recommended vendor's proposed pricing.

Aloha's outstanding features includes exceptional location, one of the lowest overall cost and the vendor's all digital equipment eliminated the need to sub-contract out any reproduction jobs or services. Aloha Document Services is located at 60 E. Van Buren, Suite 1502, and is WBE certified business. The principals have over 30 combined years of experience in the industry.

### **CONCLUSION**

Based on the foregoing, it is in the best interest of the CHA to enter into contract with Aloha Document Services for an amount not-to-exceed \$490,000.00 for a two (2) year base period, with two (2) one (1) year options to extend subject to Board of Commissioner's approval.

**RESOLUTION NO. 2012-CHA-27**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated April 11, 2012, entitled, "RECOMMENDATION TO ENTER INTO A CONTRACT WITH ALOHA DOCUMENT SERVICES FOR HIGH VOLUME PRINT/DUPLICATION AND DOCUMENT PREPARATION SERVICES

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT,** The Board of Commissioners authorizes the Chief Executive Officer, or his designee, to give authorization for Chicago Housing Authority ("CHA") to enter into a contract with Aloha Document Services for high volume print/duplication and document preparation services for the Chicago Housing Authority for an amount not to exceed \$490,000 for a base period of two (2) years with two (2) one (1) year options subject to Board of Commissioner's approval

